

John R. Benson
HSEMD

Andy Buffington
Communications Center

Vacant
EMS

Larry Smith
Emergency Management

Angela Clouser
Member-At-Large

Ellen Hagen
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Michael Kasper
Sheriff's Office

Michele Bischof
Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police
Department

Carole Lund-Smith
ILEA

David Ness
Municipal Police
Department

Vacant
Communications Center

Marty Smith
Iowa DPH

David Anderson
Iowa DOT

Jeffery Swearngin
Iowa DNR

Patrick Updike
Iowa DOC

Jeff Franklin
Office of the CIO

Legislative Members
Senator Jim Lykam
Senator Tim L. Kapucian
Representative Bob Kressig
Representative Jarad Klein

Meeting Minutes
Iowa Statewide Interoperable Communications System Board
May 9, 2019
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

Meeting called to order by Chair Lampe at 10:30 am.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Fifteen voting board members attended, via phone and in-person, establishing a quorum.

Voting Members in Attendance: Jeff Swearngin, David Anderson, Tom Lampe, Jeff Franklin, Ellen Hagen, Michele Bischof, David Ness, Jason Leonard, Rob Rotter, Carole Lund-Smith, Larry Smith, Angela Clouser

Members via Conference Line: Patrick Updike, John Benson, Andy Buffington

Non-Voting in Attendance: SWIC Chris Maiers, Outreach Specialist Shawn Wagner, Administrative Assistant Hollie Davidson

Absent: Marty Smith, Michael Kasper

Guests: James Lundsted, Rob Dehnert, Tracey Bearden, Duane Vos, Amanda Roush, Connie Stufflebeem, Tammy Rodriguez, Curtis Prom, Curtis "Wally" Walser, Brian Krumm, Tom Reis, Robert Bokinsky, Marcia Slcord, Peter Huffman, Steven Gray, Douglas Knoll

Approval of Agenda: Michele Bischof made a motion to approve the agenda. Ellen Hagen requested an amendment to the agenda. The amendment would be to add an additional item under New Business to approve an additional \$5,000 in funds for the FirstNet User Forum in May. The extra funds will be used to assist with travel for out-of-town attendees. Angela Clouser seconded the motion to approve the agenda and make an amendment in New Business. All in favor. Motion passes.

Approval of Minutes: Larry Smith made a motion to approve the meeting minutes from the April 11, 2019 meeting. Angela Clouser seconded the motion. All in favor. Motion passes.

SWIC Report: SWIC Maiers gave an update on the Encryption White Paper that was previously submitted to the P25 User Needs Subcommittee. He expects that this will be on the agenda for the June meeting in Des Moines. SWIC Maiers reminded the group of the three key recommendations that have been made for encryption on subscriber units and management of encryption keys.

SWIC Maiers stated that he recently returned from the SAFECOM / NCSWIC joint meetings in Pittsburgh, PA and gave a brief update on the progress being made by Iowa in regards to governance, structure, and processes.

SWIC Maiers informed the board that for law enforcement agencies who are using static encryption keys from the National Law Enforcement Communications Center (NLECC), it had been discovered that the static NLECC encryption keys had been compromised. There will be updates made to these static keys as soon as possible.

SWIC Maiers gave an update regarding the StatusBoard. A draft joint agreement with Minnesota has been developed and passed on to the ISICSB Governance Committee for review. The document has been sent to the Attorney General's Office for review.

SWIC Maiers gave an update on Interstate Interoperability. There will be a meeting with Minnesota in July. Some of the coming meetings will involve a discussion of actual policy and standards. There are also draft documents regarding joint agreements with Illinois. These will also be forwarded to the Attorney General's office for review. A meeting with Nebraska has been postponed for the time-being. There have also been meetings with South Dakota, and Missouri and letters are being drafted for board approval.

SWIC Maiers gave an update on the new TIA/TR-8 standard regarding measuring digital antenna characteristics. SWIC Maiers voted yes after reviewing the standard.

Vice Chair inquired as to what agencies in Iowa are using the static keys that have been compromised and how to notify them. SWIC Maiers stated that he has no further information or data regarding what agencies use them.

Chair Lampe inquired as to whether or not there are individual Interstate Interop agreements for each state, or there one standard agreement that is being used. SWIC Maiers stated that the initial agreements would vary slightly for each state, but the policies and standards will most likely be consistent for all states.

Outreach Chair Hagen requested any information be sent to her for dissemination via the Outreach Committee.

E911 Council Report & E911 Program Manager: 911 Program Manager Blake DeRouchey reported that the Jefferson County PSAP is up and running on the Shared Services platform, and the Poweshiek County is scheduled to be hooked up the week of May 13, 2019. As of date, thirty-three PSAPs have submitted their non-binding notice of interests.

Mr. DeRouchey reported that House File 516 was passed. The bill allows county sheriffs and if the PSAP is in a city with a police department that runs the PSAP, Police Chiefs a seat on 911 service boards. This is an additional seat to existing 911 service boards.

User Group Committee: User Group Committee (UGC) Chair Andy Buffington reported that the committee met twice since the last ISICSB meeting. In total, the UGC moved six applications that will be up for approval in New Business.

Chair Buffington reported that the UGC discussed the necessity to refine the application process. A form was developed and sent to Chair Lampe, SWIC Maiers, and Motorola Representative Melvin Mercado. The new process will be to send Motorola new applications to review before bringing the applications to the UGC. Motorola would tentatively have thirty days to complete these reviews. Chair Buffington expressed that he feels this is necessary so as not to overload the system.

Dave Ness requested clarification as to what Motorola's role is and why their expertise is necessary for the user approval process. UGC Chair Buffington responded, stating that the UGC strives to find a way to approve user applications whenever possible and system integrity must be maintained throughout the process. It is necessary for Motorola to run the loading analysis and ensure there will be no adverse effects when agencies are joining. Chair Lampe added that this type of loading analysis is necessary on all modern radio systems to ensure it functions as users expect and avoid loading issues. SWIC Maiers added that much of the math and statistical analysis revolves around the number of radios and especially the number of talkgroups and disciplines associated with those talkgroups.

Finance Report: Finance Committee Chair Hagen reported that the monthly net expenditures during April for the Interoperable and Broadband Communications Fund were \$4,952. The April ending balance was \$185,430. Monthly expenditures during April for the SLIGP 2.0 were \$9,766. Of that amount, \$7,813 were federal expenditures. The remaining federal amount available from the SLIGP 2.0 Grant is \$95,540.

Chair Hagen reported that Senate File Bill 615 was approved by the legislature and currently has the Statewide Interoperable Communications Appropriations receiving \$115,661 for FY 2020. As of date, the governor has not signed the bill into law.

Chair Hagen requested that SWIC Maiers comment on the additional \$5,000 request for the Region VII FirstNet Forum. SWIC Maiers explained that initial budgeting suggested that \$20,000 would be enough to cover the forum. It was later discovered that some additional expenses would require an additional \$5,000 of SLIGP2.0 monies be allocated for the Forum. This item will be on the New Business section of the agenda.

Chair Lampe asked Ms. Hollie Davidson how many registrations had been submitted for the forum. Ms. Davidson reported that 125 registrations were submitted as of the date of the ISICSB meeting. Ms. Davidson added that around 55 of those attendees are staying at the hotel on request of Chair Hagen.

Governance Committee: Governance Committee Vice Chair David Ness reported that the Governance Committee met and discussed preliminary agreements with Minnesota for StatusBoard and Illinois for access to Starcom21 for Iowa agencies and ISICS for Illinois agencies.

Operations Committee: Operations Committee Chair Michele Bischof reported that the Operations Committee met on April 17, 2019. The Committee provided feedback to the Technology Committee regarding Air-to-Ground channels and recommended that they not be regionalized but rather be assigned at a first come, first serve basis.

The Operations Committee is also developing a control station guide for PSAPs receiving the equipment under the ISICS Public Safety Communications Center Access Grant.

The Operations Committee is seeking a budget estimate for FCC licensing.

Chair Bischof reported that the Operations Committee working with the LEA Committee and is seeking proof of concept for the transition from legacy channels to ISICS.

Mr. Larry Smith asked for some elaboration on the use of the air-to-ground channels. Chair Bischof elaborated that the Operations Committee recommends that the channels not be regionalized since they would be used infrequently. Under this concept, the channels at the top of the list would be used for emergent events. Planned events would start from the bottom of the list.

Outreach Committee: Outreach Committee Chair Ellen Hagen reiterated that 125 registrations had been received for the Region VI FirstNet Forum. Chair Hagen also reported that the Outreach Committee is currently working on the following outreach events:

- RIC 2 tentatively scheduled for June 25, 2019
- Possible booth set-up at the Iowa State Fair
- RIC 5 outreach will also be planned

There was also a meeting to plan the next six months of outreach.

Chair Hagen requested that any news items be included in the monthly newsletter be submitted to the Operations Committee.

FirstNet Outreach Specialist Report: FirstNet Outreach Specialist Shawn Wagner reported on the following items:

- ISICSB website updates

- Security enhancements to the website with Webspec
- RIC membership updates
- Some items from Constant Contact have been reported to be spoofed. Mr. Wagner stated that the new email address for the newsletter will be iowanet@dps.state.ia.us to align with DPS security requirements
- SLIGP 2.0 Grant submission
- Standardizing FirstNet/AT&T updates for the newsletter
- ISICSB website regarding ISICS user applications and approvals
- Surveys to be provided to Operations Committee Chair Bischof

Mr. Wagner asked that ISICSB members or other public safety agencies with news to share can submit it for publishment in the ISICSB Newsletter.

Training/Exercise Committee: Training/Exercise Committee Interim Chair Carole Lund-Smith reported that SWIC Maiers and Deputy SWIC Walser continue planning for the COMU Planning & Policies TA training tentatively scheduled for the first week of August 2019.

Training for the PSAP Cybersecurity is tentatively scheduled for mid- to late August 2019. Seating capacity is 100, but the training can be recorded for others to watch. The specifics for the recording need to be worked out.

The COMT class is possibly looking at the last week in August in Clarinda.

Technology Committee: SWIC Maiers reported that the Technology Committee met on April 25th and May 7th. The Committee discussed the draft CAP testing and subscriber lists on the website. SWIC Maiers stated that even if a list is published on the ISICSB website, the responsibility still resides with the agency purchasing and vendor selling radios to ensure compatibility with ISICS.

The 700 MHz air to ground channels were modified to provide the least amount of conflict possible with county frequencies if they were ever regionalized by policy. Only one channel is listed in the NIFOG as a landing zone channel. This work was sent to the Operations Committee.

Technology Committee Chair Patrick Updike researched further into more frequency licensing and associated costs. APCO is a minimum of \$100, but there is no clarity on what that cost does or does not include. IMSA is \$60 per pair. ASHTO is \$55 per pair. Costs could range from \$800 to \$1,000 for the licensing. Some extraneous costs could be on top of that. Chair Updike is planning to work with the Finance Committee and request a maximum of \$2,000 to obtain licensing for those frequencies. This work would also involve coordination with the 700 RPC.

Regarding the 800 scene of action (SOA) channels, Chair Updike submitted an email to the 800 Regional Planning Committee requesting assistance in acquiring/assigning three new channels for SOA use in the 800 MHz Plan.

FirstNet Broadband Committee: FirstNet Broadband Committee Chair Bischof stated there is no report since last month. The FirstNet Committee will be meeting on May 14, 2019.

LEA Committee: LEA Committee Chair Connie Stufflebeem reported that at the last LEA meeting, the group discussed the following:

- Consolettes and control stations – Delivery of the equipment and training material on USB drives
- Working with the Operations Committee in reviewing any necessary standards creating naming conventions for consistency
- Statewide communication – SWIC Maiers to get LEA updates from RICs
- Co-located tower sites with two huts that could be modified to use the new microwave backhaul for existing infrastructure

Mr. Larry Smith asked if PSAPs that are not getting a consolette/control station will be able to receive a USB drive with training material. Ms. Stufflebeem stated that only one PSAP that was eligible for the grant opted to not take advantage of it. SWIC Maiers added that the materials could be sent to that PSAP as well.

LEA Committee Vice Chair Rob Rotter discussed the issues with the nomenclature of any ISICS interoperability talkgroup that would be used in place of LEA. Depending on how this is approached could affect how changes are viewed by personnel. There are standards for naming talkgroups and is probable that standards for talkgroup naming will be followed.

Other Reports:

Chair Lampe stated that he met with the OCIO regarding the cybersecurity issues and requested that Jeff Franklin give an overview of operations at the OCIO. Mr. Franklin stated that OCIO sees around 500,000 attacks per day that are filtered through. This leads to roughly 2,000 investigations each year. In a 14-screen, 20-seat office, the OCIO monitors every state agency and traffic going across the Iowa Communications Network as well as 90 of the 99 Iowa counties. Other branches of government and elected offices can opt into this service as well. Heightened monitoring occurs during things like elections. More preventative measures are being implemented to minimize risk to the ICN and agencies using it.

Larry Smith inquired as to the status of the wind turbine issues. SWIC Maiers stated that it was discussed with MidAmerican Energy to have a quarterly or semi-annual meeting to discuss any wind turbine projects and if they could affect ISICS. The bill requiring emergency communications studies for wind turbine projects did not make it through the Legislature in 2019. SWIC Maiers stated that pre-planning and coordination is the best avenue at this point to avoid problems with interference. SWIC Maiers hopes that meetings like this can be held with other wind turbine and energy companies as well.

Rob Rotter stated his heavy involvement with the wind turbine builds in Iowa County. The process will be challenging since the wind turbine projects have a lot of potential land to use for their projects. The development of those sites tend to be fluid, and more projects are being developed.

Chair Lampe stated that there is increased awareness of the need for coordination, and SWIC Maiers has provided diagrams of the ISICS microwave backhaul to companies that have requested it.

Motorola Solutions Manager Melvin Mercado stated that by the time wind turbines show up in FCC databases, considerable work and investment have already taken place. This makes adjustments to their plans difficult once they are in motion.

Mr. Mercado stated that there are only two sites remaining. The two sites are Hardin and Rock Rapids. The Hardin site is active and operational, but the fencing and landscaping still need to be completed. Design is in place for the Rock Rapids site, and the wait is on securing the resources necessary to complete the work.

Motorola is working on the following:

- Continued coverage testing has been approved and will re-start around May 20th
 - Continued State Radio dispatch center updates
 - Ongoing generator start-ups/tests at ISICS sites
 - Executing Acceptance Test Plan which verifies the functionality of the system outside of coverage testing
 - Site walks and inspections
 - Documentation for system acceptance on a per-site basis
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AT&T was not present to give an update on the FirstNet build out.

Jim Lundsted from the Department of Homeland Security Emergency Communications Division (ECD) gave an update. Mr. Lundsted stated that FEMA has announced that there are updates now available for the two in-person courses for ICS-300 and ICS-400. There have also been changes and updates to the IS-100, IS-200, ICS-300, and IS-700. Those updates stem from the update to the 2017 update to NIMS. This affects state-sponsored classes with state instructors. As of October 1, 2019, instructors will have to have completed updates to pre-requisite courses listed above to recertify as a state instructor. Long term, the All-Hazards courses will be updated to do away with train-the-trainer classes for each course—COML, COMT, INTD, etc. The goal is to get to one train the trainer class that could cover all courses.

There are plans for a Regional Communications Unit Leader Train the Trainer Class. The class is tentatively planned for November 2019 in Kansas. This would allow for interested parties to attend and be a COML Trainer in Iowa. Mr. Lundsted will coordinate with SWIC Maiers on this.

Mr. Lundsted stated that the update to National Emergency Communications Plan (NECP) has been signed by SAFECOM and NCSWIC and moved to publication release by the Secretary of Homeland Security. The primary changes focused on the incorporation of

cybersecurity and language changes. Measurement methods will be used to analyze the effectiveness of each change.

Mr. Lundsted informed the ISICSB of a recent cyber-attack named "Robin Hood." Mr. Lundsted cautioned that many of these threats originate through email that is erroneously thought to be safe or important.

Chair Lampe stated that he had noticed an uptick in potentially malicious emails recently. Mr. Lundsted cautioned on opening attachments that are not expected. SWIC Maiers commented that websites exist that allow people to spoof email addresses.

SWIC Maiers reported that the Standards Working Group did not meet this past month. At the next standards, the plan is to review past standards and make necessary revisions, as well as develop any new standards before the system goes live.

Old Business: None.

New Business: UGC Chair Buffington made a motion to approve the following applications for access: Level 1 – Cedar Rapids, Level 2 – Adams County, Level 2 – Bureau of Alcohol, Tobacco, & Firearms, Level 2 (update) – Mercy Ambulance Des Moines, Level 2 – United States Capitol Police, Level 2 – United States Department of Health & Human Services, Office of Inspector General, Office of Investigations. David Ness seconded the motion. All in favor. Motion passes.

Finance Committee Chair Hagen made a motion to approve an amendment of previously approved funds to include an increase of \$5,000 to be used for the Region VII FirstNet User Forum. Michele Bischof seconded the motion. All in favor. Motion passes.

Public Comment: Curtis Pion of the Polk County Sheriff's Office approached the podium and thanked the UGC for their guidance during the application process for the 21 agencies and 1,400 users in Polk County. Mr. Pion stated that they support the proposed changes for the user application process that would make the loading analysis more straight-forward and visible to the applicant. He also requested that the UGC clarify the Level 1 applicant requirements for TDMA vs. FDMA radios.

Motion to Adjourn: Ellen Hagen made a motion to adjourn. Vice Chair Leonard seconded the motion. Meeting adjourned at 12:04 p.m.

YouTube link for the May 2019 ISICSB Board Meeting:
<https://www.youtube.com/watch?v=1as2HH01a50>